

WEST VALLEY CITY HOUSING AUTHORITY CODE OF PROFESSIONAL CONDUCT

The mission and purpose of the West Valley City Housing Authority is to provide safe, decent and affordable housing and to promote and expand self-sufficiency opportunities for low and moderate income individuals and families. In fulfilling the above stated mission, employees, officers and agents of the Housing Authority are expected to conduct themselves in such a manner that maintains public trust and confidence in the integrity and professionalism of the services provided by the West Valley City Housing Authority.

This Code of Professional Conduct is intended to clarify for all employees, officers and agents of the Housing Authority that conduct which is expected in the performance of the duties, responsibilities and obligations of the above stated individuals in an effort to maintain the highest standards of personal and professional conduct within the West Valley City Housing Authority and amongst its employees, officers and agents.

Employees shall exemplify the highest ideals of honesty and integrity in order to merit the respect and confidence of elected and administrative officials, other employees, and the public.

Employees shall conduct themselves in a way that will bring credit to themselves and to the Housing Authority. To this end, employees must be courteous and cooperative with the citizens of the public, other employees, their supervisors, and others who contact the Housing Authority.

Employees shall strive for cleanliness and neatness, with regard to both personal appearance and work station appearance, appropriate to their position and job duties.

Employees shall be honest in word and conduct and never use their position to privately benefit themselves or another party through the disclosure of confidential information, award of work, procurement of supplies, or use of City facilities and resources.

Employees shall acknowledge the dignity and worth of the services rendered by government, maintain a constructive, creative, and practical attitude toward urban affairs and local government service and a deep sense of social responsibility as a trusted public servant.

The West Valley City Housing Authority expects the following from volunteers, Board of Commissioners and Staff: honesty, respect for individuals, and a commitment to professional and compassionate service. To this end, an employee shall:

Be conscious of the fact that everything he/she does, directly or indirectly, has the potential to reflect on the West Valley City Housing Authority as a whole.

Conduct oneself at all times with openness, forthrightness, and honesty in dealing with people and organizations, both internally and externally.

Hold oneself to the highest possible standards of conduct reflective of the work that he/she can do, striving always to avoid even the appearance of impropriety.

Treat everyone with dignity, worth, respect, concern, courtesy and fairness.

Respect and comply with all applicable laws, regulations and procedures.

Strive to do their best at all times. Seek education and training when needed.

Exercise prudent stewardship of all West Valley City Housing Authority resources.

Avoid all conflict of interest in relationships with board members, staff, vendors, clients and other organizations with whom he/she may deal, unless disclosed and approved.

Act in an official capacity in any matter in which he/she may have a personal interest that would impair his/her judgment.

Not accept gifts or favors, which might influence the performance of responsibilities.

Make statements critical of other staff or agencies only as they are verifiable and constructive of purpose.

Maintain the integrity of private information, and will not seek personal data beyond what is needed to perform work responsibilities, nor reveal information to anyone who does not have the proper professional use for that information.

Maintain professional conduct at all times.

Disclose and report to immediate supervisor or Executive Director any actual or potential violation of any ethical standard discovered.

The West Valley City Housing Authority requests that all current officers, employees and agents sign a Code of Professional Conduct Statement each year. One copy of the signed statement shall be given to the officer, employee or agent and one copy shall be filed in the employees personnel file. The West Valley City Housing Authority will maintain a file copy of the Code of Professional Conduct for all current officers and agents.

A high standard of conduct is expected and any violation of the above standards will be subject to disciplinary action up to and including termination of employment/volunteer activities.